

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire,
SN7 7HL Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Faringdon Town Council Communications Plan

Communication with residents will take place using the following methods:

- Councillor engagement with residents at every opportunity
- Open Council Meetings
- Public Meetings
- Mayor / Deputy Mayor presence at public events
- Councillor presence at all Town events
- Councillor surgeries – (Every Saturday 10am to 12pm)
- Open Information Office - Face to face contact with staff (Mon to Fri 9am to 4pm and Sat 9.30am to 1pm)
- Newsletters (3 per year)
- Annual magazine
- Website
- Social media – Facebook, twitter
- Folly Newspaper – Cllrs to be assigned a month to contribute
- Whats On and Advertiser
- On-line calendar
- Regular engagement events
- Regular calendar of events organised by FTC – engagement and communication opportunities for Cllrs (annual unless stated).
 - Civic Service
 - Cinema – at least twice monthly
 - Outdoor cinema
 - Play Day
 - Pride?
 - Mayors events (twice)
 - Litter Pick (twice)
 - Christmas Market / Event
 - Remembrance Parade
 - Remembrance Exhibition
 - Faringdon in Bloom
 - Heritage Day (Bi-annual)
 - Community Awards (Bi-annual)

January	
Daily	Non Daily Tasks
<ul style="list-style-type: none">• Councillor Engagement• Social Media• Website news section• Information Centre Face to face• Calendar update	<ul style="list-style-type: none">• Councillors to feedback engagement to Community and Partnerships• Cllr to submit press release by 15th• Newsletter Publication• Council Meeting• Budget meetings

	<ul style="list-style-type: none"> • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press
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February	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Council Meeting • Cllr to submit press release by 15th • Pride attend / volunteer / engage • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press

March	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Council Meeting • Mayor Rocks attend / volunteer / engage • Cllr to submit press release by 15th • Cllrs. To submit newsletter articles by 31st • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press

April	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Civic Service – Cllrs to attend • Town Guide published • Councillors to feedback engagement to Community and Partnerships • Cllr to submit press release by 15th • Newsletter Publication • Council Meeting • Committee meetings • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press

May	
Daily	Non Daily Tasks

<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Council Meeting • Committee meetings • Chairmen to submit annual reports by 31st May • Cllr to submit press release by 15th • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press
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June	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Live in the Park - Cllrs to engage • Faringdon in Bloom – Cllrs to volunteer / engage • Cllrs to submit reports for annual magazine by 15th June • Town Meeting – Cllrs to attend • Cllr to submit press release by 15th • Council Meeting • Committee meetings • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press

July	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Councillors to feedback engagement to Community and Partnerships • Annual Magazine • Cllrs to engage at Folly Fest • Cllr to submit press release by 15th • Council Meeting • Committee meetings • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly pan for SM & Press

August	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Cllrs to attend / engage at Outdoor Cinema • Cllrs to attend / engage at Playday • Cllr to submit press release by 15th • Cinema – blockbuster and matinee – attend / engage

	<ul style="list-style-type: none"> • Staff to meet monthly and agree monthly plan for SM & Press
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September	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Cllr to submit press release by 15th • Heritage Day Cllrs to attend / engage • Council Meeting • Committee meeting • Cllrs. To submit newsletter articles by 30th • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly plan for SM & Press

October	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Councillors to feedback engagement to Community and Partnerships • Cllr to submit press release by 15th • Committee meetings • Publication of Town Guide • Newsletter Publication • Cinema – blockbuster and matinee – attend / engage

November	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Remembrance Exhibition – Cllrs to engage • Remembrance Parade – Cllrs to attend • Mayor Rocks attend / volunteer / engage • Cllr to submit press release by 15th • Council Meeting • Budget meetings • Litter Pick attend / volunteer / engage • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly plan for SM & Press

December	
Daily	Non Daily Tasks
<ul style="list-style-type: none"> • Councillor Engagement • Social Media • Website news section • Information Centre Face to face • Calendar update 	<ul style="list-style-type: none"> • Town Budget Meeting • Christmas Market Cllrs to attend / engage • Festive Faringdon Cllrs to volunteer / attend / engage • Cllr to submit press release by 15th • Council Meeting • Cllrs. To submit newsletter articles by date given • Cinema – blockbuster and matinee – attend / engage • Staff to meet monthly and agree monthly plan for SM & Press

Press release deadlines

Issues	Deadline	Cllr.	Subject
January	Dec 15 th	Cllr. Swallow	
February	January 15 th	Cllr. Leniec Cllr. Finn	Budget
March	Feb 15 th	Cllr. Martin	
April	March 15 th	Cllr. Morgan	
May	April 15 th	Cllr. Smith	
June	May 15 th	Cllr. Burns	
July	June 15 th	Cllr. Thomas	
August	July 15 th	Cllr. Boulton	
September	August 15 th	Cllr. Castle	
October	Sep 15 th	Cllr. Famakin	
November	Oct 15 th	Cllr. Wise	Remembrance
December	Nov 15 th	Cllr. Bentley	Xmas Market, Charity Cards

Issues	Date	Cllr.
November	7 th 2020	Cllr. Bentley Cllr. Smith
December	5 th 2020	Cllr. Wise Cllr. Finn
January	NO MARKET	
February	6 th 2021	Cllr. Swallow Cllr. Castle
March	6 th 2021	Cllr. Leniec Cllr. Smith
April	3 rd 2021	Cllr. Famakin Cllr. Wise
May	1 st 2021	Cllr. Burns

		Cllr. Morgan
June	5 th 2021	Cllr. Burns Cllr. Leniec
July	3 rd 2021	Cllr. Thomas Cllr. Martin
August	7 th 2021	Cllr. Boulton Cllr. Swallow
September	4 th 2021	Cllr. Castle Cllr. Finn
October	2 nd 2021	Cllr. Thomas Cllr. Martin
November	6 th 2021	Cllr. Bentley Cllr. Smith
December	4 th 2021	Cllr. Wise Cllr. Finn